Minutes
DSD Reform Implementation Team
6/29/2015, 3:00pm-5:00pm
Location: EDOS Conference Room #302

Present:
- Stephanie O’Malley
- Sheriff Elias Diggins
- Nick Mitchell (via phone)
- Scott Martinez (via phone)
- Michael Jackson
- Shawn Smith
- Rob Davis (via phone)
- Al LaCabe
- Brendan Hanlon
- Daelene Mix
- Simon Crittle

Agenda:
1. Approval of Minutes
2. Implementation Status Update
3. Implementation Plan Review
4. Community Forum/Status Update
5. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on June 22, 2015, which were unanimously approved by the team with no changes.

The team then received status updates regarding work completed to date.

Use of Force and Internal Affairs Action Team:
Al LaCabe began by informing the group that during the first meeting held by the Use of Force and Internal Affairs Action Team, members introduced themselves and described why they were participants on the team and discussed the ground rules by which they would operate. Mr. LaCabe continued with a description of the plan to utilize subgroups within the Action Team to focus on specific areas encompassing related recommendations and an upcoming visit with the Action Team by Mr. Michael Gennaco from OIR group.

Staffing and Performance Optimization Action Team:
Stephanie O’Malley reported that the priority of the Staffing and Performance Optimization Action Team has been establishing membership of the team including inviting community member participation in the group. Ms. O’Malley then provided an update to the Implementation Team regarding her presentation made to the City Council Safety Committee and the desire expressed by the Committee that the 2016 budget request include, to the maximum extent possible, the resources needed to implement recommendations in support of the DSD Reform effort. The Implementation Team then discussed work that has been completed with Hillard Heintze to prepare foundational information for the Action Team and the need to plan for budget resource needs related to the training that will be necessary to support implementation of recommendations across all groups.
Leadership, Supervision & Strategic Planning Action Team:
Stephanie O’Malley provided an updated to the Implementation Team regarding the Leadership, Supervision & Strategic Planning Action Team, indicating that work has focused on establishing membership of the team and inviting community members to participate on the team. Ms. O’Malley then provided the team with the draft strategic approach that the Action Team will use to inform its work with a planned convening date of July 8, 2015.

Training Action Team:
Stephanie O’Malley updated the Implementation Team regarding the Training Action Team indicating that priority has been to establish team membership and secure participation from community members. The Action Team is planned to convene its first meeting on July 8, 2015.

Technology Action Team:
Scott Martinez updated the Implementation Team with the status of hiring two personnel by Technology Services who will be dedicated to supporting the DSD Reform effort.

Human Resources Action Team:
Shawn Smith provided an update on behalf of the Human Resources Action Team. Mr. Smith shared that the during its last meeting, the Action Team established four primary areas in which the team’s recommendations were divided in order to more effectively complete work. Additionally, Mr. Smith relayed that the Action Team members also refined their roles in deference to the organizations to which they belong.

Jail Management and Operations:
Sheriff Diggins informed the Implementation Team of the work in progress to evaluate the Jail Management and Operations recommendations and establish action plans and goals for each. Sheriff Diggins also indicated that the action plans were due to him by July 1, 2015.

The Implementation Team then discussed the methods by which Hillard Heintze can provides support to the Action Teams, including Hillard Heintze proactively identifying and providing best practices and procedures for use in the DSD Reform effort. Ms. O’Malley then reminded the Implementation Team to utilize the templates provided to ensure a consistent approach towards identifying action plans and measuring results. Ms. O’Malley also asked that Shawn Smith be informed of any future requests to change membership of the Action Teams to ensure that individuals are not over resourced among the teams.

The Implementation Team then reviewed the proposed agenda for the Community Forum scheduled for June 30, 2015 and revised the proposed format to ensure adequate time for community engagement.

Action Items:
N/A

Next Meeting: July 6, 2015, 3:00pm – 5:00pm
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